



City Administrator's Weekly Report

Week Ending August 14, 2015

CITY ADMINISTRATOR UPDATE:

A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting is:

- Tuesday, August 25, 2015 – City Council Regular Meeting at 6:00 p.m.

B. Meetings Attended

During the week, I attended and participated in the following meetings:

- Tuesday, August 11th – Met with Robert Koimn, Community Development Director, and performed his six-month orientation review.
- Tuesday, August 11th – Participated in a meeting with Don Durden, P.E., CEC Engineering, along with Jeff Gardner, Mayor, Phil King, Council member, Larry Heinrich, Public Works Director to discuss the potential of that engineering firm reviewing the Freese & Nichols 25% design of the Wastewater Treatment Expansion.
- Tuesday, August 11th – Attended the City Council Regular Meeting.

C. Topics of Interest and Update(s)

- ***Airport Runway Crack Seal Project:*** KSA Engineering, Inc., has solicited quotes to undertake crack sealing of the Airport runway. The lowest and best vendor is Frontier Pavement Specialists, Inc., who can apply 20,000 linear feet of crack seal at \$.69 per LF for a total cost of \$13,800. This project is RAMP Grant eligible, which means that 50% of the cost is reimbursable from TxDOT.
- ***Airport E-Hangar:*** With the completion of the E-Hangar in December 2014, which was designed by KSA Engineering, Inc., and approved by TxDOT, the new tenants have expressed concern over the current electrical system. The City Administration has written TxDOT, and brought that concern to their attention during this period.
- ***Wastewater Treatment Plant Expansion:*** Freese and Nichols, Inc., the City's engineer for this project, has completed Phase II, which is design up to twenty-five (25%) percent. The Phase III design, which would involve the remaining design and bid process, has not commenced. As of this Report, the City has contacted several third-party consultants about the design and total project cost for this type infrastructure improvement—that is, before further talks between the City and FNI takes place.

- ***CommZoom:*** CommZoom, Castroville's cable provider, has approached the City Administration and expressed an interest in locating a "hut" (25' by 20' structure) on City property, which would allow them to have redundancy between their system here and in Hondo. A meeting with the City Administration and CommZoom representatives has been scheduled for the week of August 17th to discuss various municipal sites and possible lease terms and conditions, all subject to City Council approval.
- ***Proposed Annual Budget:*** The City Council for the City of Castroville will consider the proposed Annual Budget for FY2015/2016 in early September. As part of the proposed Annual Budget, the City Administration is recommending several changes to the City's organizational structure. Attached is the suggested Organizational Chart for FY2015/2016. (As proposed, the Administrative Services Department would be renamed Finance Department and include human resources as part of its functions; the Community Services Department would be abolished, and in its place a new Library Department would be created; the Public Works Department would also be responsible for customer service and utility billing and collection along with its other functions; the City Secretary's Office would now be responsible for Municipal Court; thus, allowing for cross-training between those offices; and finally, the City would establish an Economic Development Office, with a new Economic Development Director and part of his/her duties would be to act as Airport Manager for the Castroville Municipal Airport.)

WEEKLY UPDATES FROM DEPARTMENT HEADS:

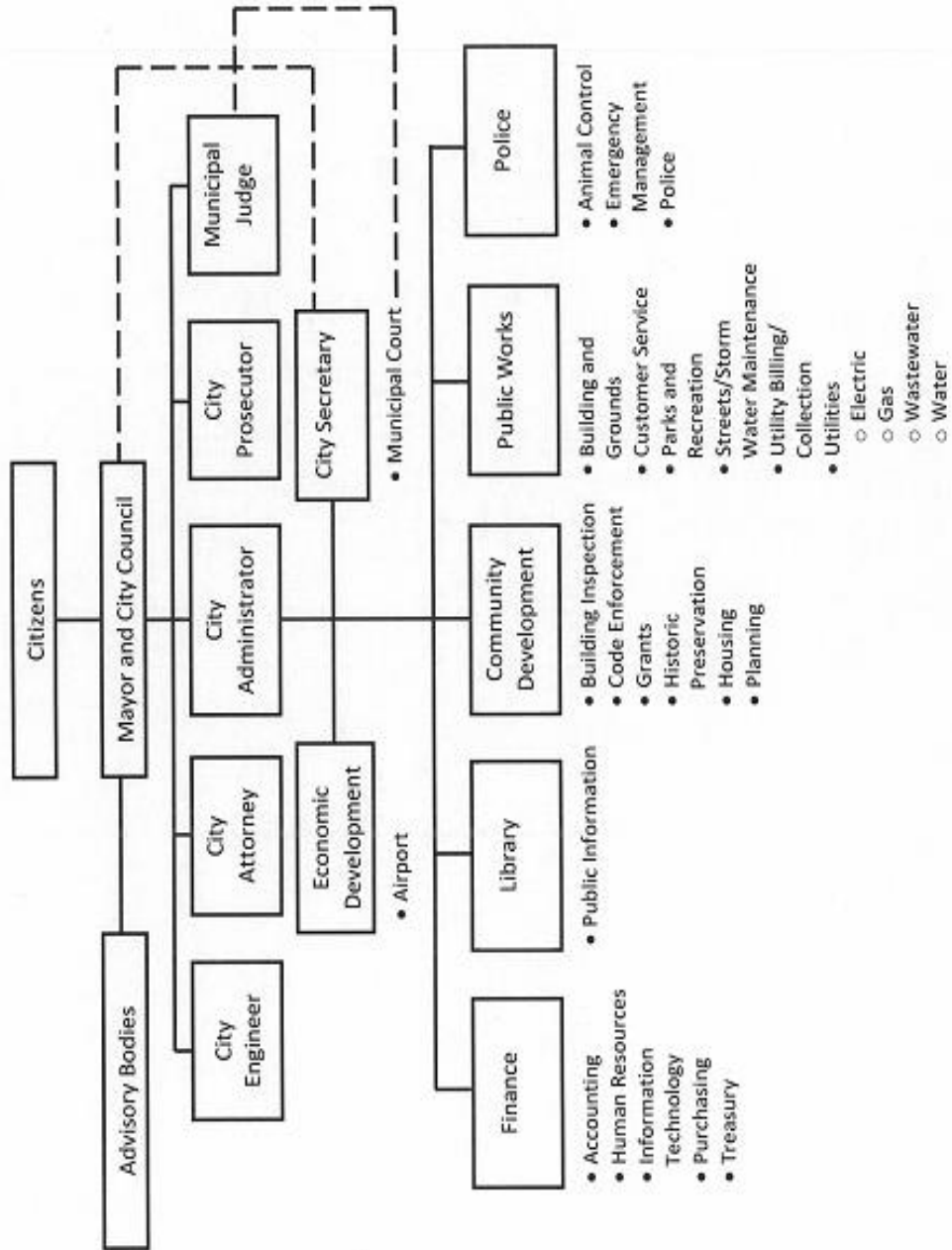
- ***Corner Store:*** The Community Development Director reports that the Contractor is currently performing site work, foundation work as well as commenced the Highway 90 utility boring for the water line extension and cross-over.
- ***Security State Bank:*** The Community Development Director reports his Department is still processing final construction documents for this commercial bank.
- ***Whataburger:*** The Community Development Director reports that construction crews removed the existing building on the new Whataburger site this week.
- ***Storm Event:*** The Public Works Director reports that a thunderstorm occurred during the afternoon of August 12th, which caused electrical service to be out for two plus hours for three fifths of the resident households. The electrical outage was caused by the failure of two fuses on the City feed from CPS Energy. Additionally, three major trees were blown over, and caused several public streets to be blocked.
- ***Refuse Collection:*** The Public Works Director reports that the City Council, at its August 11th Regular Meeting, approved the Department's recommendation to continue with Waste Management as the provider of refuse collection in the City.
- ***Koenig Lift Station:*** The Public Works Director reports that he received a quote to repair this lift station, which the Department staff is reviewing now.

- ***Ramp Grant:*** The Administrative Services Director reports that she prepared the RAMP Grant Request for Reimbursement Form, and transmitted that documentation to the TxDOT Division of Aviation during this period.
- ***Police Department Activity:*** The Police Chief reports that the Department issued 77 traffic warnings, and issued 39 citations during this period.

ATTACHMENTS:

- Proposed FY2015/2016 Organizational Chart for the City of Castroville.
- Weekly Animal Control Report.
- Weekly Code Violation Report.

Organization of the City of Castroville



CITY OF CASTROVILLE
Little Alsace of Texas
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(830) 931-4090
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Weekly Animal Control Report

August 6 - August 12, 2015

Number of Animal Control Calls	7
Number of Dogs Picked Up	1
Number of Dogs Returned	0
Number of Dogs Euthanized	2
Number of Dogs Adopted/Released to FCAC	0
Number of Wild Animals Trapped	1
Number of Animal Bites	0
Dead Animals	0
Citations Written	0
Warnings Written	0
TNR	0
Number of Cats Picked Up	0
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	0
Number of Cats Adopted/Released to FCAC	1

ACO Comments: 72 miles driven, ACO on vacation 8/6/15-8/7/15, in training on 8/10/15

2 dogs euthanized due to illness

MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE



Weekly Code Violation Report

AUGUST 11, 2015 & AUGUST 14, 2015

Number of new Code Violations Located (Total)	2
Junked Vehicles	0
High Weeds/ Grass	0
Trash/ Junk in yard	0
Pole Signs removed/ City signs replaced	3
Number of locations back in compliance	2
Number of letters sent out	1
Number of follow ups to COVs	3
Citations Written	0
Animal Control calls	0
Zoning violations	1

Corporal A. Skolweck #303

DATE